

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

WATER SYSTEM SUPERVISOR

FLSA STATUS:

Exempt

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CLASS SUMMARY:

The Water System Supervisor is the fifth level in a six level Utilities Water System Operator series. Incumbents are responsible for supervision of employees in daily activities related to an assigned area of operations. Incumbents are also responsible for participating and assisting with complex activities such as testing, cleaning, maintenance, inspection, repair, installation, replacement, surface and groundwater treatment, construction and/or operation of water system infrastructures.

The Water System Supervisor is distinguished from the Senior Water System Operator by its first-line supervisory responsibilities. The Water System Supervisor is distinguished from the Chief of Water Operations, which is responsible for assisting with management-level activities for an designated operational area within the Water System division.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises Water System Operations staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. |
| 2. | Supervises the day-to-day operations in assigned area of responsibility within the division, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. |
| 3. | Provides technical assistance to crews in resolving difficult problems encountered; supervises maintenance and repair work on facilities and equipment such as automatic valves, chlorination facilities, pressure reducing stations, water tanks and reservoirs, telemetry and SCADA monitoring systems; and inspects job sites to determine work required and to evaluate performance. |
| 4. | Handles the more serious complaints regarding water system issues; evaluates situations, develops solutions, explains findings to property owners and notifies appropriate officials and City staff; coordinates work with other departments and outside agencies as needed. |

Daily
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Daily
25%

Daily
15%

Daily
5%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY	
5.	Estimates material, supply, equipment, and labor requirements for applicable projects.	<u>Daily</u> 10%	Deleted: Week
6.	Participates in coordinating and monitoring division budget, including preparing cost estimates for budget recommendations and monitoring project expenditures.	<u>Monthly</u> 5%	Deleted: Week
7. 	Prepares and maintains a variety of records, files, reports, work orders, and/or other related information related to operational activities for the division	Weekly <u>10%</u>	Deleted: 5
8.	Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient departmental operations.	Weekly 5%	
9. 	Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly <u>10%</u>	Deleted: 5
10. 	Reads and interprets a variety of utility plans, engineered drawings, and written specifications in order to determine required equipment shut downs in order to accomplish needed repairs.	Weekly <u>10%</u>	Deleted: 5
11.	Plans, organizes and directs a predictive and preventive maintenance program, including developing schedules and work standards; monitors work installation and repair activities to ensure conformance with specifications.	Monthly 5%	
12.	Performs other duties of a similar nature or level.	As Required	
13.	<u>Develop written specifications for the purchase of equipment and materials to support Capital Improvement Projects and repairs of the water system infrastructure.</u>	<u>Monthly</u> 10%	Formatted Table

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Civil or Sanitary Engineering, Water Supply, Hydraulics, or a closely related field and one year of lead or supervisory experience in a municipal water system environment; or twenty-four semester units in Civil or Sanitary Engineering, Water Supply, Hydraulics, or a closely related field and two years of progressively responsible work experience in the operation and maintenance of community water systems including one year of lead or supervisory experience;
- Or
- Four years of progressively responsible work experience in the operation and maintenance of community water systems including two years of lead or supervisory experience are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Positions assigned to Information, Electrical and Telemetry Systems Operations or Water Operations require:

- Valid Water Distribution Operator Certificate, Grade D3, or valid Water Treatment Operator Certificate, Grade T3 issued by the State of California, Department of Health Services, within 18 months of appointment.

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Positions assigned to Surface Water Treatment Operations require:

- Valid Water Treatment Operator Certificate, Grade T4, issued by the State of California, Department of Health Services, within 18 months of appointment.

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Some positions based on assignment, may be required to obtain and maintain annually one or more of the following:

- Appropriate certificates related to Information, Electrical and Telemetry Systems Operations;
- Appropriate certificates related to water operations such as Cross Connection Control, Distribution, Production, Recharge, Property Maintenance, and/or Water Quality and Treatment;

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Deleted: <#>Appropriate certificates related to Surface Water Treatment Operations ¶

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Methods, materials, tools and equipment used in water system operations and maintenance;
- Methods and precautions in storing and handling chlorine and other hazardous materials and chemicals;
- Mechanical, electrical and hydraulic principles as they relate to the operation of a water system;
- Customer service policies, principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Applicable mechanical systems;
- Mathematical concepts;
- SCADA Systems;
- Building and construction trades, methods, principles, practices and techniques;
- Plumbing and pipe fitting techniques, practices and procedures;
- Facilities maintenance and repair principles and practices;
- Water treatment standards;
- Water sampling protocols;
- Principles, policies, practices and operations in assigned area of responsibility;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Basic water system design and operational principles;
- Safe work practices and procedures.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff;
- Prioritizing and assigning work;
- Training employees in proper work methods;
- Reading and interpreting blueprints, schematics, and/or other technical drawings;
- Interpreting and applying applicable laws, rules and regulations;
- Providing customer service;
- Performing mathematical calculations;
- Implementing skilled repairs of water system equipment;
- Collecting, recording, and analyzing data;
- Preparing and maintaining reports;
- Monitoring budget expenditures;
- Estimating time, materials, tools, and equipment requirements for jobs;
- Interpreting process control tests and making appropriate recommendations regarding the adjustment of facilities operations;
- Analyzing and making recommendations for improved methods and procedures;
- Developing and revising operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and legal operation of facilities;
- Inspecting facilities and recognizing inefficient, unusual and/or dangerous operating conditions;
- Maintaining adequate stock levels and requisitioning materials and supplies;
- Using and caring for applicable tools and equipment;
- Performing skilled installations of water system equipment;
- Using a computer and related software applications;
- Developing written reports and other related documents;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 12/2007